

Appendix D
DATA SHARING AGREEMENT SCOPE OF SERVICES

Intended Use of the Data:

In accordance with Contract #CFB00144-00, the data and system access granted as described here will be for determining W-2 eligibility at application, six month review and ongoing eligibility; W-2 benefit issuance; Job Access Loan eligibility, payment, and repayment; documenting case management services; data collection of assessment information; tracking employability plans and assigned activities; tracking non-participation and good cause; reporting; identifying the need for formal assessments; viewing Wisconsin Shares authorizations and attendance; viewing Child Support information, documenting Emergency Assistance eligibility and payments; and documenting the transition plan from W-2 to SSI/SSDI.

Department of Children and Families (DCF) Data Steward(s):

A DCF Data Steward is an individual designated by the DCF/Bureau of Information Technology (BIT) administrator to:

1. Coordinate, administer and maintain amendments (attachments) to this Data Sharing Agreement.
2. Coordinate requests between DCF and the authorized individuals listed below to facilitate access of data, monitor Data Recipient data sharing compliance, or request changes to this agreement.

Only the following authorized individuals shall be able to act as a DCF Data Steward in accordance with the goals of this agreement:

Name/Title	Phone	Email	Level of Access
Lucas Munz	(608)261-7624	Lucas.munz@wisconsin.gov	DCF BITS Security

Data Recipient's Officials with Authority to Access or Request Information:

Only the following authorized individuals shall be able to access information or data in accordance with the goals of this agreement:

Name/Title	Phone	Email	Level of Authority

Data Recipient's Officials with Authority to Grant Access:

Only the following authorized individuals shall be able to establish users and grant access to data systems in accordance with the goals of this agreement:

Name/Title	Phone	Email	Level of Authority

The Data Recipient is expected to provide appropriate ongoing training and technical assistance for the above named individuals in support of the outcomes of this Contract.

Data and/or Access to be Provided:

W-2 Contractors have access to data in state information systems. Those systems include but are not limited to:

- Client Assistance for Re-employment and Economic Support (CARES)/CARES Worker Web (CWW)
- Web Intelligence (WebI)
- Systematic Alien Verification for Entitlements (SAVE)
- Enterprise Output Solution (EOS) Reports
- Kids Information Data System (KIDS)
- Electronic Case File (ECF)
- Emergency Assistance Tracking System (EATS)
- W-2 Plans
- Barrier Screening Tool (BST)

CARES/CWW provides access to data from the Social Security Administration (SSA) and the Department of Workforce Development (DWD) Unemployment Division (UI).

W-2 Contractors will also have access to view Wisconsin Shares applications including the Child Care Statewide Administration on the Web (CSAW) and Child Care Provider Information (CCPI).

W-2 Contractors will also have access to view Child Support information using KIDS.

W-2 Contractor security officers need access the Wisconsin Integrated Security Application (WISA).

Once W-2 Contractors have established the necessary security, users can access CWW, SAVE, WebI, ECF, EATS, BST, CSAW, CCPI, WAMS, DWD Wisconsin Logon Management System, and WISA through the Gateway page: <https://prd.cares.wisconsin.gov/>

W-2 Contractors can access the BST, CARES, CWW, CSAW, EATS, and the W-2 Plan through the W-2 Web Application page: <http://dcf.wisconsin.gov/w2/applications.htm>

In order to access CARES/CWW and other systems, each user must create a Department of Workforce Development (DWD) Wisconsin (WI) Logon ID and password at: <https://www.dwd.state.wi.us/accountmanagement/> and a Wisconsin Web Access Management Systems (WAMS) User ID and password at: <https://on.wisconsin.gov/WAMS/home>

Access:**Method of Accessing Data:**

Access to systems identified above shall be granted in the following way:

In order to gain security access CARES/CWW, SAVE, KIDS, ECF, and EOS Report, follow the instructions at: <http://www.dhs.wisconsin.gov/forms/F0/F00476A.pdf>

This includes creating a Department of Workforce Development (DWD) WI Logon ID and password at: <https://www.dwd.state.wi.us/accountmanagement/> and a Wisconsin WAMS User ID and password at: <https://on.wisconsin.gov/WAMS/home>.

Complete form F-00476 <http://www.dhs.wisconsin.gov/forms/F0/F00476.docm> and email to DHSCaresSecurity@wisconsin.gov Instructions for form F-00476 are at: <http://www.dhs.wisconsin.gov/forms/F0/F00476A.pdf>

In order to gain security access to the BST, EATS, W-2 Plans, and Webl – complete the forms identified below. FAX the forms to DCF Security at 608-267-0484.

BST: <http://dcf.wisconsin.gov/w2/bst/default.htm>

EATS: <https://www.dwd.state.wi.us/dwseats/>

W-2 Plans: <https://www.dwd.state.wi.us/dcfw2plans/>

Webl: <http://dcf.wisconsin.gov/forms/doc/13916.doc>

In order to gain security access to Wisconsin Shares systems, access the following websites:

CSAW: http://dcf.wisconsin.gov/childcare/wishares/CSAW/pdf/csaw_newusers.pdf

CCPI: <http://dcf.wisconsin.gov/childcare/ccpi/pdf/newuser.pdf>

In order to gain security access to WISA: Access the Income Maintenance and Workforce Development Systems Gateway page at: <https://prd.cares.wisconsin.gov/#> Select the WISA link. Select the “Request a Wisconsin User ID and Password” link and follow the instructions. WISA must be requested on form F-00476 found at: <http://www.dhs.wisconsin.gov/forms/F0/F00476.docm> WISA is usually granted to the lead worker(s) and the security person(s).

For information about Security, see the DFS Security Manual from the DWD WorkWeb at <https://workweb.dwd.state.wi.us/dfs/manuals/security/pdf/chap06.pdf> A DWD Logon ID and password are required to access the manual.

Confidentiality:

The W-2 Contractor must instruct all employees and employees of subcontractors with access to information covered under this contract regarding the safeguarding of confidential client information required by State and Federal law. Training must precede any request for access and refresher training must be conducted once per year. The training must be documented by an acknowledgement and verification form.

Training may be accomplished by providing employees with confidentiality and security policy materials, such as those provided by the Department, and requiring those materials to be read.

Training must be documented by requiring each employee to sign an acknowledgement and verification stating that they have received and read the materials, understand them, and agree to comply with them.

The acknowledgement and verification must be maintained by the W-2 Contractor and be made available upon request for monitoring purposes.

The W-2 Contractor and its subcontractors must inform employees with access under this contract of any new confidentiality or security requirements that it receives from the Department or other official sources such as the Social Security Administration or the Department of Workforce Development Division of Unemployment Insurance.

The W-2 Contractor and its subcontractors agree that its requirements regarding confidentiality of information set forth in applicable state and federal statutes, administrative rules, employee handbooks, and policy manuals will apply equally to information obtained under this contract.

Disclosure of Information:

In accordance with this contract and in compliance with federal and state law; the W-2 Contractor and subcontractors will not disclose any information obtained through this agreement to any third party without prior approval from the DCF/BIT administrator unless otherwise required by federal or state law.

Glossary of Terms:

Barrier Screening Tool (BST) – The BST is a web based tool used to identify applicant/participant barriers and the need for a formal assessment. This tool contains reports related to the BST.

Client Assistance for Re-employment for Economic Support (CARES) – CARES is the mainframe system used to determine eligibility for W-2, Wisconsin Shares, FoodShare, and BadgerCare Plus. It also supports Work Programs case management and reporting functions.

Client Assistance for Re-employment for Economic Support Worker Web (CWW) – CWW is the web version of the CARES system for eligibility and review processing.

Child Care Provider Information (CCPI) – CCPI is the web based system to view a Wisconsin Shares (child care) authorized child's attendance at a provider.

Child Care Statewide Administration on the Web (CSAW) – CSAW is the web based system to view Wisconsin Shares (child care) provider information, authorizations, and payments.

DFS Security Manual – The security manual that describes the CARES codes related to security that is necessary in order to complete the CARES Automated Systems Access Request form F-00476. A DWD WI Logon ID and password are required to access the website where the manual is located:
<https://workweb.dwd.state.wi.us/dfs/manuals/security/pdf/chap06.pdf>

Electronic Case File (ECF) – ECF is a secure, centralized repository that provides any-time, any-where access to CARES clients' case documents and correspondence.

Emergency Assistance Tracking System (EATS) – The EATS system is a web based system used to track application history and payment of Emergency Assistance.

Enterprise Output Solution (EOS) – EOS is the mainframe system that supports CARES reports.

Kids Information Data System (KIDS) – KIDS is the mainframe system that supports the Child Support system (both collections and payments).

Systematic Alien Verification for Entitlements (SAVE) – SAVE is a web-based system that assists agencies in determining immigration status of applicants so eligibility can be determined accurately.

W-2 Plans – W-2 Plans is the web based system that collects information for the transition of the participant to receiving SSI/SSDI.

Web Intelligence (WebI) – WebI is the web based system of reports.

Wisconsin Integrated Security Application (WISA) – WISA is the system that allows agencies to update supervisory units and information about workers such as their location, phone number, email, position begin and end date, and notes.

Wisconsin State Web Access Management System (WAMS) – WAMS allows users to access state web applications systems.